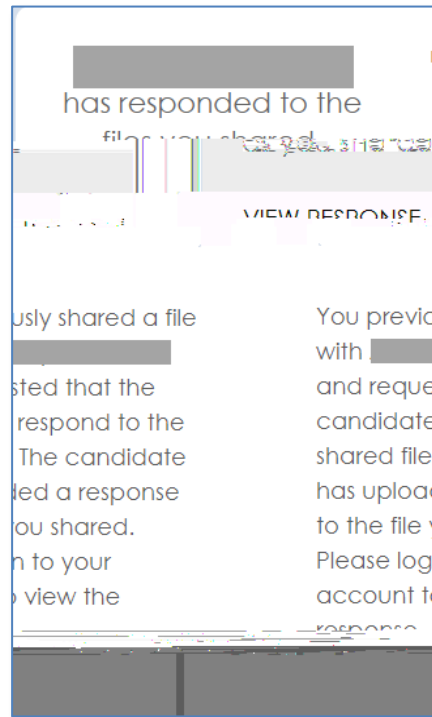


eFaculty QuickTip: Forwarding Cases to the Next Level

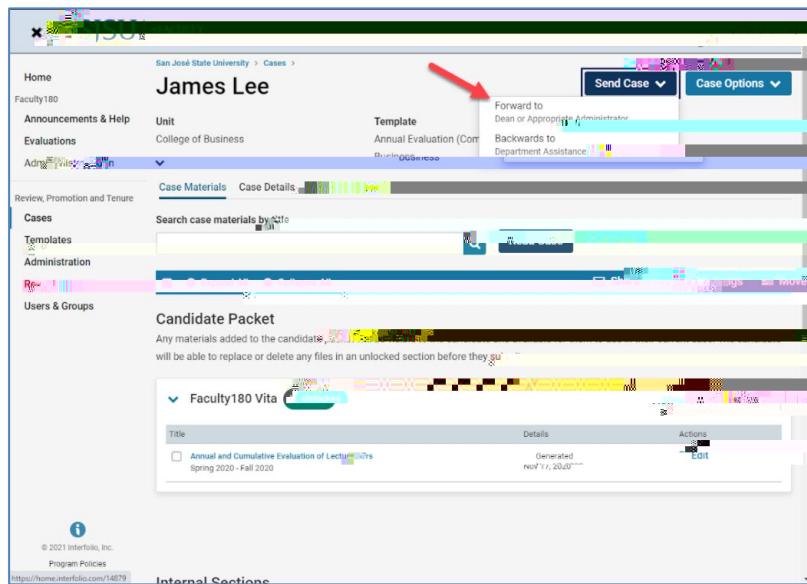
1. Once the Optional Response Deadline has passed, cases are ready to be moved to the next level.

Committee members receive notice of submission of any optional response (right).

If there is no response, the files may be moved on the calendar deadline or later.



2. To initiate the move, open a case, find the “Send Case” button in the top right, and select it. In the drop-down box, select “Forward to”.



3. An email form opens. In the “Subject”, include the review process name (e.g., Annual Evaluation).

Input text from the template into the message body.*

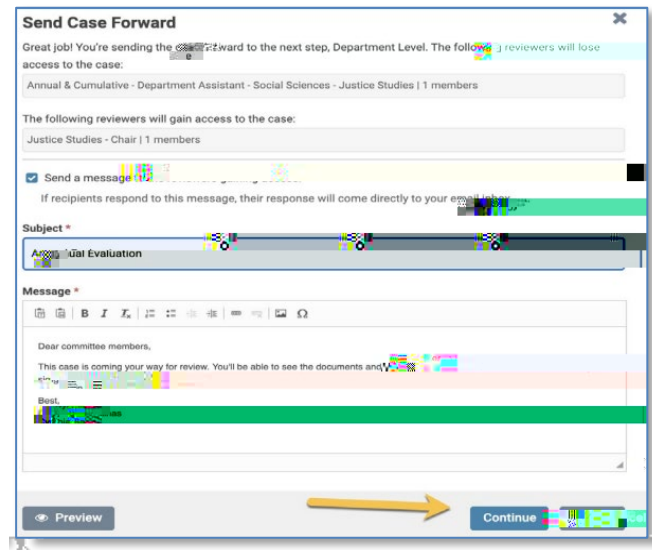
(A template for this email is in the last section of this QuickTip.)

You can also “Preview” the message to see how it will look.



4. The final step is to select “Continue”.

The Case has now been moved forward. Those at the current level lose access as the case is opened to the next level.



* Email Template: Forwarding Case to the Next Level

Subject: [Review Type (e.g., Annual Evaluation)]

Dear Reviewers:

This evaluation is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in. For help initiating your review, please visit our [reviewers guide](#), our [eFaculty Training and Help](#) page, or the help pages under your name in the extreme upper right corner of your eFaculty account.

Please note that the link above will not work for sign on unless you are already signed in to your eFaculty account --visit one.SJSU.edu.